

# ***SC DEPARTMENT OF CORRECTIONS***

## ***-JOB POSTING NOTICE (EOE)-***

OPENING DATE: 10/20/15

CLOSING DATE: 10/29/15 (4:30 PM)

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SCDC INTERNAL TITLE: ADMIN SPEC II - VIC SERV                      SCDC POSITION #: 012978  
HOURS/WEEKLY: 037.50 SHIFT SCHEDULE: 02 WORK TIME: 0830 AM - 0430 PM  
LOCATION: VICTIM SERVICES, COLUMBIA (RICHLAND)

STATE JOB TITLE: ADMIN SPECIALIST II                      STATE JOB CLASS: AA50  
BAND: 03    SALARY RANGE    \$ 021484 - \$ 039754                      SPECIAL INCENTIVE: NO  
LEVEL: D    SALARY RANGE    \$ 024167 - \$ 038231    SCEIS POSITION #: 61022330

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STATE OF SC MINIMUM TRAINING AND EXPERIENCE REQUIREMENTS:  
A HIGH SCHOOL DIPLOMA. RELATED CLERICAL EXPERIENCE MAY  
BE SUBSTITUTED FOR A HIGH SCHOOL DIPLOMA.

AGENCY PREFERRED QUALIFICATIONS:  
TWO (2) YEARS ADMINISTRATIVE EXPERIENCE IN AN OFFICE SETTING,  
PREFERABLY IN A VICTIM SERVICES RELEVANT FIELD. MUST HAVE KNOWLEDGE  
AND EXPERIENCE WITH MICROSOFT OFFICE SUITE (WORD, EXCEL AND  
POWERPOINT).

DESCRIPTION OF DUTIES:  
UNDER DIRECT SUPERVISION AND WITH WRITTEN OFFICE PROCEDURES, PERFORMS  
A VARIETY OF ADMINISTRATIVE DUTIES WHICH RESULTS IN THE REGISTRATION  
OF CRIME VICTIMS WITH LETTERS OF CONFIRMATION AND NOTICES OF RELEASES  
OF INMATES IN LARGE VOLUME. CREATES THE VICTIM RECORD AND MAINTAINS  
THOSE RECORDS AS UPDATES ARE NEEDED. USES THE AUTOMATED CASE  
MANAGEMENT SYSTEM TO PRODUCE LETTERS AND RECORD DOCUMENTS, ACTIONS  
TAKEN AND DICTATION. AFTER TRAINING, ANSWERS IN-COMING CALLS. WORKS  
WITH CONFIDENTIAL INFORMATION.

COMMENTS:  
PLEASE SUBMIT A RESUME WHEN APPLYING FOR THIS POSITION.